



Facilities Committee Meeting Minutes

October 11, 2017

EW 207

1:00pm – 2:00pm

Present: John Daly, Frank Timpone, Scott Cameron, Kristie Nichols, Deanna Campbell, Inge Olsen, Sawyer Chrisman, Crystal Leffler

Absent: Lisa Couch

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John Daly	1:00pm
2. Review Agenda and Minutes from March 9, 2017	John Daly	Agenda approved. Minutes approved.
3. Main Building Modernization Update	John Daly	The Main Building construction is moving forward with all contractors on board. The contractor feels we are at approximately 64% of completion. The contractors will be working to weatherproof the building to get it sealed up for winter. Most offices have been framed, lots of drywall, and ducting installed. The HVAC units are on the roof, they are working on structure mounts for ducting, and cat walks around each unit. The science labs are an area of priority for completion. Electricians are tasked with getting a temporary fire alarm hooked up as a priority. Please email John Daly if you have any questions on this project.
4. ESCC Update /Mammoth Science Update	John Daly	Projects are looking good at Mammoth with an estimated 25% of completion. Work continues on the science labs, exterior siding, air conditioning, new boilers and windows at admissions and records. Currently the campus is using space heaters due to the project. <b>Action: John will confirm when the heat can be turned back on at Mammoth.</b>
5. a)Scheduled Maintenance Funds  b)PROP 39 Projects – Energy Savings project update	John Daly	a) The money that comes from the state for Scheduled Maintenance is split between Scheduled Maintenance and Instructional Equipment. This year with the Scheduled Maintenance funds, we began the Child Development Center remodel, which included carpet, paint, and new linoleum. Next year we plan to replace the roof and HVAC.  b) The Prop 39 funds, year 4 we completed the retrofit exterior lighting for Ridgecrest, Bishop and Mammoth. Mark is working at Child Care to fix lighting issue. The year 5 Prop 39 funds we would like to move to the interior of the LRC. M&O will work to replace the lights within reach but scaffolding will be required to complete the building due to the high ceilings.

6. KRV Update	John Daly	<p>KRV renovation working through issues with the architect and moving forward discussing time lines. The door hardware project will be included in the renovation. Inge will send a list to John of things that need attention. She mentioned the outdoor evacuation area sign is missing.</p> <p><b>Action: KRV needs replacement Evacuation area sign.</b></p>						
7. Tehachapi	John Daly	<p>No report since we do not own the building.</p> <p><b>Action: Kristie will send suggestions to John to improve site and working conditions.</b></p>						
8. IWV	John Daly	<p>John updated the committee on the following projects:</p> <ul style="list-style-type: none"> <li>• The security door project is 90% complete for IWV, Bishop and Mammoth.</li> <li>• The district is currently seeking bids on a Public Access System (PAS) for emergency notifications. This system utilizes roof mounted loud speakers to send out emergency notifications.</li> <li>• The Sculpture Garden tree project is moving forward. John brought in Jim Lewandowski with Tip Top Arborists to present a slide show at College Council on October 9, 2017. He identified trees that need to be removed, trimmed, shaped, and cleaned. He is looking to keep as many trees as possible while opening up the space to give the existing trees and grass the environment they need. Sawyer asked John if reminders would go out when they begin their work to notify students about the path of travel.</li> </ul> <p><b>Action: John will send out notification on path of travel to all before the work begins.</b></p>						
9. Next Meeting	Committee	<table> <tr> <td>November 13, 2017</td> <td>February 12, 2018</td> </tr> <tr> <td>December 11, 2017</td> <td>March 12, 2018</td> </tr> <tr> <td>January 8, 2018</td> <td>April 9, 2018</td> </tr> </table>	November 13, 2017	February 12, 2018	December 11, 2017	March 12, 2018	January 8, 2018	April 9, 2018
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10. Adjournment		1:00pm						

John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler Approved 2-12-18



Facilities Committee Meeting Minutes

February 12, 2018

EW 207

4:00pm – 5:00pm

Present: John Daly, Frank Timpone, Scott Cameron, Deanna Campbell, Sawyer Chrisman, Crystal Leffler

Absent: Kristie Nichols, Lisa Couch, Lisa Stephens

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	John Daly	4:00pm
2. Review Agenda and Minutes from October 11, 2017	John Daly	Agenda approved. Minutes approved.
3. Main Building Modernization Update	John Daly	The Main Building project is approximately 70% complete. Target date for the move is the end of June. The move will depend on the areas that are ready and the effect on students and services. We hope by mid-August to everyone relocated. The District Facilities is preparing a full-scale move in plan. ➤ Science Faculty would like oversight when moving chemical storage & equipment.
4. CDC Modernization	John Daly	The Child Care facility will be receiving a new roof and HVAC units this year. Job walks and proposals are going on now. There is a possibility this work will take place in the evening.
5. Athletic Field	John Daly	We are currently working on our athletic fields. Safety issues were addressed on the infield by adding new clay and leveling out the field.
6. KRV Update	John Daly	Site visit is planned for April to discuss modernization plan.
7. Mammoth/Bishop	John Daly/Deanna Campbell	The Mammoth construction project is almost complete. M&O and IT will be traveling this week to complete electrical and install equipment. The final inspection is next week. The signage has been approved.  Deanna would like to repurpose overhead cabinet for Bishop. She has space for new sink and faucet in the student lounge area.

8. Facilities Master Plan	John Daly	John recently met with 3 potential firms to prepare our 5-year Facilities Master Plan. The scope of work is being defined and will include all sites. There will be a landscape plan for the complete campus with ADA compliance. The Facilities Master Plan will tie into our 5 year Ed Plan.
9. Next Meeting	Committee	<del>November 13, 2017</del> <del>December 11, 2017</del> <del>January 8, 2018</del> February 12, 2018 March 12, 2018 April 9, 2018
10. Adjournment		5:00pm

John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler



Facilities Committee Meeting Minutes

March 12, 2018

EW 207

4:00pm – 5:00pm

Present: John Daly, Frank Timpone, Deanna Campbell, Sawyer Chrisman, Crystal Leffler

Absent: Scott Cameron, Kristie Nichols, Lisa Couch, Lisa Stephens

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	John Daly	4:00pm
Review Agenda and Minutes from 2/12/18	John Daly	Agenda approved. Minutes approved.
1. Main Building Modernization Update	John Daly	John reported the Main Building Construction is approximately 74% of completion. Plans are underway for staff tours of the building. An email will be going out from VP Couch's office regarding sign-up dates and times. Tours will be limited to 10 people at a time. <b>Action: John Daly will confirm if students will be offered tours of the building.</b>
2. CDC Update	John Daly	The CDC modernization is coming along. Roofing and HVAC bids are being reviewed. Completion date estimated for May 2018.
3. Governance Model and Committee make-up	John Daly/Committee	John provided the committee a copy of Appendix D from the Participatory Governance handbook for Facilities Committee to review. The committee reviewed the Composition and agreed to update the title of the M&O Manager to Director. The committee discussed removing the Director of Administrative Services and one District Facilities Personnel. The committee has always struggled to maintain 3 faculty and 2 classified reps. The committee discussed the possibility of an Access Program classified staff serving as a representative for DSPS since we cannot find a consistent DSPS faculty rep. The committee reviewed the Evaluation and Assessment and agreed with the statement. Frank mentioned sending out a list with the approved projects, start date and percentage of completion to keep people informed. <b>Action: John will confirm committee make-up and changes with Jill.</b>
4. Scheduled Maintenance Funds <ul style="list-style-type: none"> <li>Prop 39 Projects – Energy Savings Update</li> </ul>	John Daly	John reported they have extended the Prop 39 funding for energy savings. The college has identified additional energy saving projects and have submitted for approval and funding. The Prop 39 funding does not cover the Solar Field, which is currently under review for updating and repairs.

5.ESCC Update: Mammoth modernization	John Daly /Deanna Campbell	Mammoth Campus received major water damage due to a hard freeze during the week of 2/24/18. Service Master and the local fire department worked to shut off and clean up the water. The new science area received extensive damage resulting in the cancelation of classes. We are now working with the insurance company to get the damages repaired as soon as possible. The Fall schedule may be impacted.
6. KRV	John Daly	No update.
7. Tehachapi	John Daly	No update.
8. Other	John Daly/Committee	John asked the committee if they had any other questions or concerns. Sawyer reported the students would like to know if the college could add a water bottle refill station in the LRC downstairs near the restroom. Sawyer voiced a concern for a student in a wheel chair whom thought we needed a ramp to exit the LRC in the event the elevators were down. John let Sawyer know we have ground level emergency exit doors on both the east and west sides of the LRC building. John also let Sawyer know the student could contact him at any time to discuss mobility concerns on campus.  <b>Action: John will confirm if the college can add another water bottle refill station in the LRC.</b>
9. Future Meeting Dates	Committee	<del>November 13, 2017</del> <del>December 11, 2017</del> <del>January 8, 2018</del> February 12, 2018 March 12, 2018 April 9, 2018
10. Adjournment		5:00pm

John Daly, Maintenance & Operations Manager

Recorder Crystal Leffler